TO

THE PROJECT DIRECTOR
SMTA Sindh Mas Transit Authority
D-43/1, SHAHRA-E-GHALIB,LANE 3 BLOCK 2 CLIFTON KARACHI

SUBJECT:- REQUEST FOR THE POST OF OFFICE ASSISTANT

Respected Sir,

This is reference to your advertisement in newspaper about job vacancy of OFFICE ASSISTANT, Iam B.com Graduate with second Division from University of Karachi and Bachelors of Library & Information Science FROM UNIVERSITY OF KARACHI and also have done MS Office Computer Course from Expert INSTITUE

As well as my work experience is concerned currently iam serving in Sindh Revenue Board as a Customer Relations Officer , Since 3 years and also Served University College Affiliated from university of Karachi as an office Assistant for 2 years, So please kindly Consider me for this position .

I have attached my complete resume along with this application.

Best Regards

Khushboo Erum

KHUSHBOO ERUM

PROFILE

"I want to excel in this field with hard work, perseverance and dedication".

ADDRESS
FLAT NO 503, BUILDING B, BAIT-UL-HINA APPARTMENTS, BLOCK 18 NEAR RABAI CITY KARACHI.

CONTACT

PHONE:
03302878214, 03366855402

EMAIL:
khankhushi045@gmail.com

PERSONAL DETAILS:

FATHERS NAME
MUHAMMAD SHAHBAZ KHAN

CNIC NO.
43203-7649419-6

NATIONALITY PAKISTANI

DATE OF BIRTH 5 MARCH 1994

MARITAL STATUS SINGLE

LANGUAGES
URDU, ENGLISH, SINDHI

WORK EXPERIENCE

[SRB – SINDH REVENUE BOARD]

Currently serving as a Customer Relations OFFICER since 2019 till date. (Total experience 3 years)

[UNIVERSITY COLLEGE AFFILATED WITH UNIVERSITY OF KARACHI] 2 YEAR, S Worked as OFFICE ASSITANT.

EDUCATION

- **BLIS - BACHELORS OF LIBRARY AND INFORMATION SCIENCE [2018] FROM UNIVERSITY OF KARACHI.**
- **B.COM - Bachelors OF COMMERCE [2016] FROM UNIVERSITY OF KARACHI**
- **INTERMIDIATE WITH PRE-ENGINERRING [2010] FROM GOVERNMENT GIRLS DEGREE COLLEGE LARKANA**
- **MATRIC WITH SCIENCE [2008] FROM FAUJI FOUNDATION MODEL SCHOOL LARKANA**

SOFTWARE SKILL'S

MS Word MS Excel MS PowerPoint MS ACCESS Website Designing
KOHA GREENSTONE FRONT PAGE
COREL OPENBIBLIO SLIMS.

References to be furnished upon request.